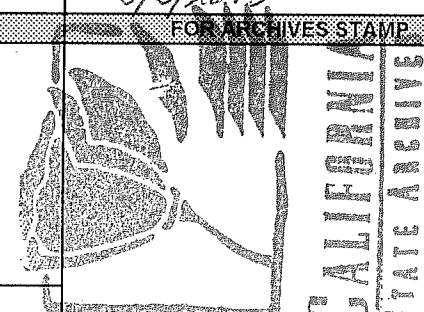


RECORDS RETENTION SCHEDULE

GC 28269

(1) DEPARTMENT - BOARD OR COMMISSION Department of Toxic Substances Control		(2) AGENCY BILLING CODE 082000		(3) PAGE 1 OF 22 PAGES	
(4) DIVISION/BRANCH/SECTION Contracts and Business Management Branch		(5) ADDRESS 1001 I Street, 21st floor Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been schedules. [Complete boxes (9)-(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DTSC 08-01	(10) SCHEDULE DATE 1/17/2008	(11) NUMBER OF PAGES 22	(12) CUBIC FEET (Total Schedule) 298.51
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DTSC 01-01	(14) APPROVAL NUMBER 01-189	(15) APPROVAL DATE(S) 8/23/01	(16) PAGE NUMBER(S) REVISED entire schedule
(17) MISSION/FUNCTIONAL STATEMENT Please see attached.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 48, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Sandra Poindexter		(19) TITLE Branch Chief		(20) PHONE NUMBER 916 324-5782	(21) DATE SIGNED 2/6/08
Vicki Vandergriff		Deputy Director, Admin		916 327-1192	2/9/08
In accordance with Government code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Shirley Scharosch		(23) CLASSIFICATION RMA#	(24) NAME (Printed or Typed) Shirley Scharosch	(25) PHONE NUMBER (916) 324-3754	(26) DATE SIGNED 2/11/08
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE CalRIM CONSULTANT J. E. Fort		(28) APPROVAL NUMBER 08-074	(29) DATE SIGNED 3/3/2008	(30) EXPIRATION DATE 3/3/2013	
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist			(34) DATE SIGNED 3/10/08		



ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	V I T A L	RETENTION				PRA (EXEMPT) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	N/A		<u>CONTRACTS AND BUSINESS MANAGEMENT BRANCH (CBMB)</u>								Retention Authority: For those records which have no reference as to a governing law or authority for the retention cited, the manager's authority applies (manager directly responsible for the records).
			<u>MISSION STATEMENT</u>								
			The mission of the DTSC Contract and Business Management Branch is to provide goods and services to DTSC employees, other agencies, vendors, and contractors and assure that all related activities are in compliance with State policies/procedures and DTSC's delegated authority. The Branch provides critical infrastructure to enable DTSC employees to do their jobs and meet the mission of the Department.								
			<u>ADMINISTRATIVE RECORDS</u>								
			<u>ACTIVITY REPORTS</u>								
			Activity Reports	M		*			*		* Retain until no longer needed for reference purposes.
2	1		<u>ACCESS CARDS/IDENTIFICATION CARDS</u>								Confidential Records: All records flagged in Column 47 must be shredded at the time retention has expired. If the records are sent to the State Archives, the State Archives must maintain records flagged in Column 47 as confidential and shred at the time of disposal.
			CalEPA Cardkey Security Access Request (OBO 1 form - CalEPA building only)								
				P		*			*		* Retain until employee transfers or terminates plus one additional year. Form used to request a CalEPA access card.
						+1			+1		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
3	↓ 0.5		Identification Badge Request (DTSC 1376)	P		*			*		* Retain until employee transfers or terminates plus one additional year. Form used to request a DTSC Identification (ID) badge.
4			Identification Card Tracking System	M		*			*		* Retain until superseded.
5			<u>AUTOMATION PROJECTS</u>	P M		*			*		* Retain until project is completed or a decision is made to discontinue the project and/or the information is no longer needed for reference purposes. Includes documentation of the Automation Project assigned from upper management such as work plans, research, analysis design, implementation, schedules, reports, recommendations, etc.
6	1		<u>CAL CARD</u>	P M		2		5	7		Includes cardholder's approved statement of account, itemized receipts, Financial Summary Invoice, and other required supporting documentation. Cut off at end of FY in which created. Hold for two years in office and then transfer to the State Record Center for an additional five years or until audited, whichever occurs sooner.
7	N/A		<u>CONTRACTS/PROCUREMENTS/SERVICE AUTHORIZATIONS</u> <u>CONTRACT TRACKING SYSTEM</u>	M		*			*		* Retain until superseded. Database used to track specific information for each contract. Includes Contract Tracking Information System (CTIS) and Contract Administration Contracts/Invoice Log.)

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
8	215		<u>SITE SPECIFIC MITIGATION</u> Contracts (Official contract file which may include but is not limited to documents such as task orders, works orders, field orders, invoices, balance sheets and evidence of payment.)	P		*		30	*		* Retain until contract is closed plus five additional years in-house and 30 years at the SRC. Contract is closed when all payments have been made, contractor has signed and returned a release form, and any remaining funding for the contract is disencumbered. After that, a copy of the contract will most likely be needed, if at all, in regard to cost recovery disputes. While the likelihood diminishes with time, cost recovery litigation could continue for many years, especially if multiple responsible parties litigate against each other for contribution or indemnification. While indefinite storage is unnecessary, lengthy storage at the SRC ensures that parties to a dispute will have access to necessary materials.
9			Procurements (Official contract procurement file which may include but is not limited to documents such as Invitation for Bid, Request for Proposal, Architectural and Engineering Procurement Packages, Winning Proposals, etc.)	P		*		30	*	XI	* Retain until contract is closed plus five additional years in-house and 30 years at the SRC. Contract is closed when all payments have been made, contractor has signed and returned a release form, and any remaining funding for the contract is disencumbered. After that, a copy of the contract will most likely be needed, if at all, in regard to cost recovery disputes. While the likelihood diminishes with time, cost recovery litigation could continue for many years, especially if multiple responsible parties litigate against each other for contribution or indemnification. While indefinite storage is unnecessary, lengthy storage at the SRC ensures that parties to a dispute will have

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
10			Losing Proposals	P		* +1			* +1	XI	access to necessary materials. Could contain confidential business information. PRA 6254; IPA 1798.40 * Retain until one year after contract is awarded and fully executed. Losing proposals will be destroyed in-house. Could contain confidential business information. PRA 6254; IPA 1798.40
11			Service Authorizations (DTSC 1013)	P		* +5		30	* +35		* Retain until services are paid in full. After that, a copy of the Service Authorization will most likely be needed, if at all, in regard to cost recovery disputes. While the likelihood diminishes with time, cost recovery litigation could continue for many years, especially if multiple responsible parties litigate against each other for contribution or indemnification. While indefinite storage is unnecessary, lengthy storage at the SRC ensures that parties to a dispute will have access to necessary materials. May include but is not limited to applicable documentation such as the Bid Quote Worksheet (DTSC 1012), Payee Data Record (Std. 204), etc.
12			<u>NON-SITE SPECIFIC MITIGATION</u> Contracts (Official contract file which may include but is not limited to documents such as task orders, works orders, field orders, invoices, balance sheets and evidence of payment.)	P		* +2		5	* +7		* Retain until contract is closed plus two additional years in-house and five years at the SRC. Contract is closed when all payments have been made, contractor has signed and returned a release form, and any remaining funding for

ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double space between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (EXEMPT) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
13	7		Procurements (Official procurement file which may include but is not limited to documents such as Invitation for Bid/Request for Proposal, Architectural and Engineering Procurement Packages, Winning Proposals, etc.)	P		* +2		5	* +7	XI	the contract is disencumbered. * Retain until contract is closed plus two additional years in-house and five years at the SRC. Contract is closed when all payments have been made, contractor has signed and returned a release form, and any remaining funding for the contract is disencumbered. Could contain confidential business information. PRA 6254; IPA 1798.40
14			Losing Proposals	P		* +1			* +1	XI	* Retain for one year after contract is awarded and fully executed. Losing proposals will be destroyed in-house. Could contain confidential business information. PRA 6254; IPA 1798.40
15			Service Authorizations (DTSC 1013)	P		* +2		5	* +7		* Retain until services are paid in full plus two years in-house and five years at the SRC. May include but is not limited to applicable documentation such as the Bid Quote Worksheet (DTSC 1012), Payee Data Record (Std. 204), etc.
16			<u>COPIERS</u> Copier History Files	P		* +2		5	* +7		* Retain until copier has been replaced or removed plus two additional years in-house and five years at the SRC. Includes but is not limited to Monthly Copier and Meter Reports, invoices, balance sheets, fund strip changes, Contract Fiscal Approval forms, remittance advises, disputes, correspondence, etc.

08-074

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
17	↓		Copier Inventory	P		*			*		* Retain until superseded.
				M							
18			Copier Monthly Report Log	M		*			*		* Retain until superseded.
19	↓		Vendor Meter Reports	P		* +2		5	* +7		* Retain until copier has been replaced or removed plus two additional years in-house and five years at the SRC. Meter readings sent to the contractor.
			<u>FORMS MANAGEMENT</u>								
20		6	Business Use Inventory Report	P		*			*		* Retain until superseded or when no longer needed for reference purposes. Includes inventory or public use forms and related documentation.
				M							
21			Forms History File	P		*			*		* Retain until form is closed or when no longer needed for reference purposes. Contains paper master, prior revisions, printing history and printing log.
22	↓		Forms Master Index	P		*			*		* Retain until superseded. Consists of inventory of all DTSC forms.
				M							
23	↓		Form Masters	M		*			*		* Retain until superseded.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
24	.01		<u>GENERAL SERVICES BILLING CODES</u> General Services Charge Card Billing Code Inventory	P M		*			*		* Retain until superseded.
25	0.75		General Services Customer Account Number (CAN) Request	P		*			*		* Retain until the billing code is cancelled or until no longer needed for history purposes. Form used to request new General Services billing codes or delete existing billing codes.
			<u>GENERAL SERVICES CHARGE CARDS</u>								
26	5		General Correspondence	P		3			3		Contains correspondence, chronos, etc., regarding charge cards.
27			General Services Charge Card Coordinator Listing	M		*			*		* Retain until superseded.
28			General Services Charge Card Inventory	M		*			*		* Retain until superseded.
29			General Services Charge Card Change Notification Forms (DTSC 1045)	P		* +2		5	* +7		* Retain until card has been cancelled plus two additional years in-house and five years at the SRC. Includes request for changes to existing charge cards and any supporting or cancellation documentation.
30			General Services Charge Card Requests	P		7			7		Requests for new charge cards submitted to General Services in addition to request to cancel cards, replace damaged cards, etc.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
31	0.75		<u>MAIL</u> Postage Accounts	P		2		5	7		Includes postage documentation for P.O. Boxes issued to the Department.
32	5		<u>PERSONNEL</u> Absence Requests (DTSC 1043)	P		1			1		
33	↓		Interview Documents	P		* +3			* +3	X	
34	1		<u>PETTY CASH</u>	P		2		5	7		Includes Petty Cash Reconciliation, back-up documentation, Disbursement Voucher, etc.
35	3		<u>POLICY AND PROCEDURES</u>	P M		*			*		* Retain until superseded or no longer needed for reference purposes. Includes masters to the policy and procedures developed for functions in CBMB.
36	2		<u>PRINTING/SUPPORT SERVICES</u> Printing Order Log	P		* +2			* +2		* Retain until end of fiscal year plus two additional years in-house.
37	↓		Publishing Order (Std. 67)	P		* +2		5	* +7		* Retain two years from end of fiscal year in which encumbrance is liquidated and forward to the SRC for an additional five years. Destroy

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>PROPERTY</u>								
38	4		Property Inventory	M		*			*		* Retain until superseded.
39			Property Survey Report (Std. 152)	P		* +4			* +4		* Retain two years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever occurs first.
40			Transfer of Location of Equipment (Std. 158)	P		* +4			* +4		* Retain until next inventory is completed, provided: (1) the transfer is signed by the property custodian, and (2) period has been audited by Department of Finance, or until four years have elapsed, whichever occurs first.
			<u>PURCHASING</u>								
41	10		Purchasing File [Official Purchase Order file which may include but is not limited to documents such as Request for Purchase of Equipment and Supplies (DTSC 1185), Bid Quote Worksheet (DTSC 1012), Contract/Delegation Service Order (Std. 65), Purchase Estimate (Std. 66), Payee Data Record (Std. 204), Non-Competitively Bid (NCB) Contract Justification, Contract Award Report (Std. 16), etc.]	P M		* +2		5	* +7		* Retain until end of fiscal year in which encumbrance is liquidated plus an additional two years in-house. Send to the SRC for five additional years. Destroy after the required seven years or when audited by the Bureau of State Audits or the Department of General Services, whichever occurs first.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
42	▼		Purchase Order Status Database (One database per Fiscal Year)	M		*			*		* Retain until updated or superseded.
			<u>RECORDS MANAGEMENT</u>								
43	8		Authorization for Records Destruction	C P		Permanent			Permanent		Documentation for records authorized for destruction need to be kept permanently in order to maintain history on what records have been destroyed and the date of destruction.
44			Confidential Records Destruction Request Receipts (SRC 28)	P		* +4			* +4		* Retain for two years from date destruction is completed. Retain for two more years until audited, whichever occurs first.
45			Other Records Management Operations	P M		*			*		* Retain until no longer needed for reference purposes. (Includes requests for file equipment, justifications, special projects and other records management operations elsewhere.)
46			Records Management Report	P		3			3		Retain for three years from date submitted or when no longer needed for reference purposes. Includes record holdings and for some years could contain CalRIM Form 75, disposal information and Electronic Imaging information.
47			Records Retention Schedules (Std. 73) (Department master copies)	P M		*			*		* Retain until superseded or when no longer needed for historical purposes.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
48			Records Retention Schedule Log	M		*			*		* Retain until superseded.
49			Records Transfer List (Std. 71) (Department master copies)	P		Permanent			Permanent		Records Transfer Lists are to be maintained permanently. The Records Transfer Lists may be needed for historical purposes to document that a record was sent to the State Record Center, if the records were destroyed and when, which Records Retention Schedule the records were destroyed under, and who authorized the destruction, etc.
50			Records Transfer List Log	M		*			*		* Retain until superseded.
51			State Record Center Reference Request (Std. 76)	P		* +2			* +2		* Retain until request for referral or withdrawal is completed, plus two additional years or until no longer needed for reference purposes.
52			State Record Center Reference Request Log	M		*			*		* Retain until superseded.
53			State Records Special Authorization (GS50)	P		* +4			* +4		* Retain for two years from date special authorization is certified. Retain for two more years or until audited, whichever occurs first.
			<u>RECYCLING</u>								
54	0.5		California Integrated Waste Management Report (AB 75)	P M		* +4			* +4		* Retain until superseded by a new report plus an additional four years in-house or until audited by the California Integrated Waste Management Board. Report is completed annually. Includes

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>SPACE PLANNING/FACILITY OPERATIONS</u>								
55	5		Facility Maintenance (Headquarters only)	P		*			*		the recycling data collected from headquarters and each regional office. Information collected will pertain to tonnage of garbage sent to the landfills, garbage diverted from the landfills through recycling or reuse, and overall diversion percentages.
						+2			+2		* Retain until work is completed plus two additional years in-house. Includes request for maintenance in the CalEPA building, Request for Purchase of Equipment and Supplies, and supporting documentation, etc.
56			Floor plans/Blueprints	P		*			*		* Retain until the end of lease plus four years or when audited by DGS, whichever occurs first.
						+4			+4		
57			Leases	P M		*			*		* Retain until the end of lease plus four years or when audited by DGS, whichever occurs first.
						+4			+4		
58			Lease Forecasts	P M		*			*		* Retain until updated or superseded.
59			Rent Schedules	P M		*			*		* Retain until the end of the lease plus four years or when audited by DGS, whichever occurs first.
						+4			+4		
60			Space Project Files (Includes but is not limited to the following	P M		*			*		* Retain until project is completed plus an additional two years from end of fiscal year in
						+4			+4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
61	▼		documents: space action requests, project justifications, space program data, site search evaluations, bid specs, bid documents, occupancy notices, rent, invoices, alteration invoices, lease agreement, lease summaries, etc.) State File Marshall Report (Headquarters only)	P M		* +2			* +2		which encumbrance is liquidated. After two years, destroy after audit or four years, whichever occurs first. EXCEPTION: Any contract or interagency agreement which is exempt from review from DGS shall be retained for three years or audited by DGS, whichever occurs first. * Retain until inspection is completed and all code issues are resolved. Retain for an additional two years in-house or until the next inspection.
62	3		<u>SUPPLIES</u> Standard Forms Order (FMC 200)	P		* +4			* +4		* Retain at least one year from end of fiscal year. After one year, destroy after audit or four years, whichever occurs first.
63			Supply Inventory	P		* +4			* +4		* Retain until updated plus four additional years in-house. Inventory is conducted on a quarterly basis. Includes Inventory of supplies in Employee Resource Center.
64			Supply Inventory	M		*			*		* Retain until updated. Inventory is conducted on a quarterly basis. Includes Inventory of supplies in Employee Resource Center.
65			Supply Order (Std. 116)	P		* +4			* +4		* Retain at least one year from end of fiscal year. After one year, destroy after audit or four years, whichever occurs first.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
66	▼		Supply Room Order Form	P		*			*		* Retain until the end of the fiscal year in which supply requests are filled.
			<u>TELECOMMUNICATIONS</u>								
67	3		CALNET Card	P		* +2		5	* +7		* Retain until card is received or card is reported lost or stolen plus two additional years in house and five years at the SRC. Includes the CALNET Card Order form and CALNET Card - Request, Receipt, Lost or Stolen form (DTSC 1247).
68	10		Corporate Order Form	P		* +2		5	* +7		* Retain until request has been completed plus two additional years in-house and five years at the SRC. Includes requests for services, equipment, activation, deactivation, replacement, etc, for cell phones and Blackberrys through applicable cell phone or Blackberry contractor.
69			Instant Meeting Audio Conference Card Confirmation	M		* +2		5	* +7		* Retain until permanent cards are received and issued plus two additional years in-house and five years at the SRC.
70			Telecommunications Delegation	P		*			*		* Retain until superseded with a new delegation or until delegation has been cancelled.
71			Telecommunications Invoices	P CD		2		5	7		Original invoices received from vendor.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
72			Telecommunications Service Request Form (Std. 20)	P		* +2		5	* +7		* Retain until services are completed plus two additional years in-house and five years at the SRC. Includes requests for purchases of equipment and services through applicable desk phone contractor.
73			Telecommunication Service Request Approval Form (DTSC 1023)	P		* +2		5	* +7		* Retain until services are completed plus two additional years in-house and five years at the SRC.
74			Telecommunications Service Request Log	M		*			*		* Retain until updated or superseded. Log used for tracking the Telecommunications Tickets.
75			Telecommunications Ticket	M		* +2		5	* +7		* Retain until services are completed plus two additional years in-house and five years at the SRC. Process used to report telecommunication problems to CBMB or to request services.
76	▼		Wiring Document and Tracking Form	P		* +2		5	+ +7		* Retain until services are completed plus two additional years in-house and five years at the SRC.
77	2		<u>TRAINING</u>	P M		*			*		* Retain until superseded or no longer needed for reference purposes. Includes the masters to the various training documents used for staff training. May also include lists of the employees that attend each training session.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>VEHICLES</u>								
78	2		Monthly Travel Log (Std. 273)	P		1			1		Retain at least one year from end of fiscal year.
79			Report of Vehicle Accident (Std. 270)	P		1			1		Retain at least one year from end of fiscal year. Original forms are sent to the Office of Risk and Insurance Management. A copy goes to Contracts and Business Management, State Garage, and to vehicle driver.
80			Vehicle Files (Pink Slips, repair invoices registration, PO, etc.)	P		* +4			* +4		* Retain until disposition of automobile is made. Destroy after audit or fours years, whichever occurs first.
			<u>VIDEO CONFERENCING</u>								
81	3		Transport Connectivity	P M		5			5		Retain for five years in-house or until no longer needed for future reference or analysis. Includes records related to local, long distance, miscellaneous connectivity services and reports.
82			Video Conference Equipment	P M		*			*		* Retain for the life of the equipment. Includes equipment inventory, delivery documentation, System Administrator documentation, etc.
83			Video Conference Equipment Maintenance	P M		*			*		* Retain for the life of the equipment. Includes trouble shooting log, help desk activities, etc.

08-074

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
84	N/A		<u>WEEKLY REPORTS</u>	M		*			*		* Retain until superseded or no longer needed for reference purposes.
85	N/A		<u>ELECTRONIC MAIL (E-MAIL)</u> E-Mail Records (classified as official records)	M							E-mail records that are classified as official records are subject to the individual department's records retention schedules and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-mail message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the appropriate retention schedule as a separate series of records.
86	N/A		E-Mail Records (transitory)	M							Transitory E-mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. Destroy transitory e-mails when they have served their purpose.
Cubic Feet Total:			298.51								

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES
FOR
CONTRACTS AND BUSINESS MANAGEMENT BRANCH**

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The new RRS # DTSC 08-01 replaces RRS # DTSC 01-01, DGS approval # 01-189. Previous name was Business Services.

OLD RRS # DTSC 01-01 DGS # 01-189 Business Services	NEW RRS # DTSC 08-01 <div style="text-align: right; font-size: 1.2em;">08-074</div> Contracts and Business Management Branch
Item # 1 Item # 2 Item # 3 Item # 4 Item # 5 Item # 6 Item # 7 Item # 8 Item # 9 Item # 10 Item # 11 Item # 12 Item # 13 Item # 14 Item # 15 Item # 16 Item # 17 Item # 18 Item # 19 Item # 20 Item # 21 Item # 22 Item # 23 Item # 24 Item # 25 Item # 26 Item # 27 Item # 28 Item # 29 Item # 30	Item # 2 No longer maintained. Item # 3 Item # 4 No longer maintained. Item # 16 Item # 18 No longer maintained. Item # 21 Item # 22 Item # 23 Item # 23 Item # 26 Item # 24 No longer maintained. Item # 27 Item # 28 Item # 29 Item # 30 No longer maintained. No longer maintained. Item # 31 Item # 32 No longer maintained. Originals maintained in Human Resources. No longer maintained. Item # 33. No longer maintained. No longer maintained. No longer maintained. Item # 36

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES
FOR
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The new RRS # DTSC 08-01 replaces RRS # DTSC 01-01, DGS approval # 01-189. Previous name was Business Services.

OLD RRS # DTSC 01-01 DGS # 01-189 Business Services	NEW RRS # DTSC 08-01 <div style="text-align: right; font-size: 1.2em;">08-074</div> Contracts and Business Management Branch
Item # 31 Item # 32 Item # 33 Item # 34 Item # 35 Item # 36 Item # 37 Item # 38 Item # 39 Item # 40 Item # 41 Item # 42 Item # 43 Item # 44 Item # 45 Item # 46 Item # 47 Item # 48 Item # 49 Item # 50 Item # 51 Item # 52 Item # 53 Item # 54 Item # 55 Item # 56 Item # 57 Item # 58 Item # 59 Item # 60 Item # 61	Item # 37 No longer maintained. No longer maintained. Item # 38 Item # 39 No longer maintained. Official copy maintained with Item # 41. No longer maintained. Item # 40 Item # 41 Item # 41 Item # 41 No longer maintained. No longer maintained. No longer maintained. No longer maintained. No longer maintained. Item # 41 Item # 43 Item # 43 Item # 44 Item # 45 Item # 46 Item # 47 Item # 47 Included with Item # 47 Item # 48 Item # 49 Included with Item # 49 Item # 50 Item # 51 Item # 53

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES
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The new RRS # DTSC 08-01 replaces RRS # DTSC 01-01, DGS approval # 01-189. Previous name was Business Services.

OLD RRS # DTSC 01-01 DGS # 01-189 Business Services	NEW RRS # DTSC 08-01 Contracts and Business Management Branch <div style="text-align: right; font-size: 1.2em;">08-074</div>
Item # 62 Item # 63 Item # 64 Item # 65 Item # 66 Item # 67 Item # 68 Item # 69 Item # 70 Item # 71 Item # 72 Item # 73 Item # 74 Item # 75 Item # 76 Item # 77 Item # 78 Item # 79 Item # 80 Item # 81 Item # 82 Item # 83 Item # 84 Item # 85 Item # 86 Item # 87 Item # 88 Item # 89 Item # 90 Item # 91 Item # 92 Item # 93 Item # 94 Item # 95	Item # 56 Item # 58 Item # 58 Item # 57 Item # 57 Item # 60 Item # 41 Item # 63 Item # 64 Item # 65 Item # 66 No longer maintained. No longer maintained. No longer maintained. No longer maintained. Item # 80 Item # 80 No longer maintained. No longer maintained. Item # 78 No longer maintained. No longer maintained. No longer maintained. Item # 79 No longer maintained. Item # 80 No longer maintained. No longer maintained. Item # 12 Item # 15 Item # 8 Item # 11 Item # 8 No longer maintained.

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES
FOR
CONTRACTS AND BUSINESS MANAGEMENT BRANCH**

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The new RRS # DTSC 08-01 replaces RRS # DTSC 01-01, DGS approval # 01-189. Previous name was Business Services.

OLD RRS # DTSC 01-01 DGS # 01-189 Business Services	NEW RRS # DTSC 08-01 <div style="text-align: right;">08-074</div> Contracts and Business Management Branch
Item # 96 Item # 97 Item # 98 Item # 99 Item # 100 Item # 101 Item # 102 Item # 103 Item # 104 Item # 105 Item # 106	No longer maintained. Item # 7 No longer maintained. Item # 7 Item # 14 Item # 13 Item # 10 Item # 9 Item # 9 No longer maintained. Item # 7